

CITY OF LINCOLN ADMINSTRATION POLICY	NUMBER: 97
PREPARED BY: DARLA WEGENER	DATE: June 26, 2007
SUBJECT: LINCOLN PUBLIC LIBRARY COMMUNITY MATERIALS POSTING AND DISTRIBUTING POLICY	AUTHORITY : CITY MANAGER
	CITY MANAGER: GERALD JOHNSON

PURPOSE

The purpose of this administrative policy is to provide information and process for posting and distributing materials received from the community.

DEFINITIONS

Community Material: various formats of items such as posters, notices, free publications, and handouts advertising events or of community interest.

GENERAL POLICY

As a community service, the Lincoln Public Library offers designated space for items such as posters, notices, and handouts advertising events, services, and programs for the community. Acceptance and posting or distribution of materials is subject to availability of space. Materials whether posted or left for distribution may be removed at the discretion of library staff after two weeks (14 days) or expiration of the event described.

In additions publications for free distribution such as periodicals and newspapers are accepted if they are deemed of interest to the community, space permitting. The content of these publications must be consistent with the library's mission and policies. Periodical publications that serve primarily as sales tools (e.g. real estate, automobile guides) are not accepted.

The Library will display or distribute items in the following priority order based on space available.

1. Lincoln Public Library.
2. Friends of the Lincoln Library.
3. City of Lincoln.
4. Sierra College and Western Placer Unified School District
5. Greater Lincoln non-profit organizations, community groups, and schools.
6. Other California libraries.
7. County, state, and federal government information.
8. Cultural, literary or consumer information.
9. Educational institutions.
10. Community wide interest items not meeting the above criteria.

The Library will not accept for display or distribution commercial, personal, political campaign or profit-making information. This includes rental advertisements, merchandise for sale, materials advertising or promoting businesses (including fee-based personal services such as tutoring, music lessons, child care, etc.) are not accepted. Petitions and fundraising materials such as donation boxes are not accepted as well.

Materials for posting or distribution must be submitted to library staff for review and approval and must meet the following criteria:

- describes or publicizes an educational, cultural or recreational event or service in keeping with the library's mission
- is of local interest, occurring in or serving the greater Lincoln community
- is sponsored by or is in support of a library, community, school, social service or non-profit organization

Any material not reviewed and approved by library staff will be removed and discarded. The library is not responsible for the physical maintenance or return of any material.

Posting or distribution of any non-library material does not imply endorsement by the Lincoln Public Library.

Acceptance or refusal and placement of specific materials, posters, and handouts shall be at the discretion of the Library Director.

Community Items Process

1. Items accepted for posting or distribution will be removed and discarded after a minimum of two weeks or after the expiration of the event mentioned.
2. Free publications accepted for distribution will be removed and discarded a minimum of two weeks from receipt or once the next or more recent issue is received.
3. In order to allow maximum room for all community events, items should be no larger than 8 ½ X 11 inches. If items are larger, it is at the library's discretion on whether the item will be posted.
4. Only staff or a designated volunteer will post items on the bulletin board or placed in the Community Information Binders. Items posted or left for distribution without permission anywhere on library property will be removed.